

## INCREMENTAL SUBMITTALS

# IR A-11

Reference: 2001 Title 24, Part 1, CCR - Articles 4-316, 4-318, 4-324

Discipline: Structural Safety, Fire Life Safety, Access Compliance

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This Interpretation of Regulation (IR) is intended for use by the Division of the State Architect (DSA) staff, and as a resource for design professionals, to promote more uniform statewide criteria for plan review and construction inspection of projects within the jurisdiction of DSA, which include State of California public elementary and secondary schools (grades K-12), community colleges, and state-owned or state-leased essential services buildings. This IR indicates an acceptable method for achieving compliance with applicable codes and regulations, although other methods proposed by design professionals may be considered by DSA.

This IR is reviewed on a regular basis and is subject to revision at any time. Please check the DSA web site for currently effective IR's. Only IR's listed in the document at <http://www.dsa.dgs.ca.gov/Publications/default.htm> (click on "DSA Interpretations of Regulations Manual") at the time of plan submittal to DSA are considered applicable.

**Purpose:** This interpretation provides clarification on dividing projects into increments, procedures for submitting increments for plan review, and guidance in handling incremental projects throughout the plan review process.

**General:** With the concurrence of the Division of the State Architect (DSA), projects may be submitted in increments so that portions of the total project may be reviewed in advance of other portions to expedite start of construction.

### 1. DSA POLICY ON INCREMENTAL SUBMITTALS:

This process is acceptable under the following conditions:

- 1.1 An increment is a clearly defined building or similar distinct unit (examples: site work, relocatable buildings, grandstands, etc). Increments should be defined so that the scope of work included in the increment will be complete and code compliant even if other increments are not constructed. In general, portions of buildings such as "foundations" or "walls" may not be defined as separate increments.
- 1.2 The total number of increments and scope of each increment shall be defined using the Form DSA-1.INC: Definition of Scope of Increments, at the time of the initial project submittal. This form is available from the DSA web site, publications page at <http://www.dsa.dgs.ca.gov/Forms/default.htm> under "Forms for Design Professionals and/or Owners", or from your DSA Regional Office.
- 1.3 Prior to submittal, a preliminary meeting shall be scheduled between the applicant and both the DSA Intake Architect and Supervisor regarding the number and scope of increments. This preliminary meeting is required for all projects, including Over-the-Counter submittals, in order to obtain concurrence with DSA. The number of increments shall be reasonable for DSA to review and process.
- 1.4 The plan review fee for all increments shall accompany the initial submittal.
- 1.5 No more than six months may elapse between the approval of one increment and the submittal of a subsequent increment.
- 1.6 Additional increments can not be added to an application once review is under way.
- 1.7 Increments cannot be eliminated or combined once review is under way.

- 1.8** The Architect or Engineer in General Responsible Charge must be consistent between all increments. Separate assignments of Architect or Engineer in General Responsible Charge may not be made for parts of a project when the project is an incremental submittal.

## **2. Submittal Procedures for Incremental Plan Review**

### **2.1 Application and Subsequent Submittals:**

- The initial increment shall be submitted with the original [Form DSA-1](#), [DSA-1.INC](#), and [Project Submittal Checklist](#). Provide the entire proposed scope on Form DSA-1 and the breakdown of increment scope and cost on Form DSA-1.INC.
- For each subsequent increment submit a new Project Submittal Checklist and copies of the original DSA-1 and DSA-1.INC.
- Indicate which increment is being submitted with each submittal.

### **2.2 Completeness:**

- All materials for a complete submittal shall be included with each increment.
- Contact the DSA Intake Architect or Supervisor with any questions prior to submittal.

### **2.3 Title Sheet:**

- Identify which increment is being submitted.
- The Title Sheet of each increment shall include a clear description of the scope of work in each increment.
- The final increment shall use a Title Sheet listing all sheets in the project; clearly identify sheets used in each increment.

### **2.4 Sheet Numbering:** Drawing sheets in all increments shall have a unique number.

### **2.5 "For Reference Only":** Sheets or details previously reviewed and approved in one increment and included in subsequent increments for reference, shall be identified 'For Reference Only' to avoid duplication of review. Identify increment number where review and approval occurred.

### **2.6 Site Plan:** Each incremental submittal shall include a Site Plan. See the Project Submittal Checklist for minimum content required for review.

### **2.7 Continuity of Review:** Identify plan reviewers of previous increments. When possible and appropriate, DSA will maintain continuity of plan reviewers.

## **3. Revisions, Addenda, and Deferred Approvals**

### **3.1 Policies and Conditions**

#### **3.1.1** Previously submitted increments can not be modified by subsequent increments. Minor modifications may be made by revision or addendum to the affected increment only.

#### **3.1.2** Extensive revisions require a new application and new fee.

### **3.2 Procedures**

#### **3.2.1** Revisions will be processed the same as a non-increment projects. Additional fee may be required for review. The revision submittal will return to the bin and be placed in line for review based on the date of receipt.

- 3.2.2** Revisions, addenda, and deferred approvals shall clearly indicate the increment that they are associated with.
- 3.2.3** Each item in revisions, and addenda, shall clearly indicate the detail, sheet number, and increment being modified. To simplify review, it is recommended that modifications associated with one increment be grouped together when possible.
- 3.2.4** Deferred Approvals shall be identified on the Title Sheet of each increment.

**4. Examples of Increments – See Appendix A.**

For additional information on appropriate increments, design professionals should consult with the Intake Architect at a DSA Regional Office.

## Appendix A - Examples of Incremental Projects

The following examples are provided to assist in defining the scope of increments and in completing form [DSA-1.INC](#). Two projects are defined below along with suggestions for alternative ways to divide the scope of work for each project into increments.

### Project 1:

The scope of work for Project 1 consists of the Construction of Two Classroom buildings (simple wood-frame buildings), Addition to and alteration to a multi-purpose building (complex masonry buildings), and Relocation of four relocatable buildings.

Project 1 may be divided into increments as follow:

#### **Scenario A**

- Increment 1 - Construction of: site development,
- Increment 2 - Relocation of: four relocatable buildings,
- Increment 3 - Construction of: two classroom buildings,
- Increment 4 - Addition to: multi-purpose building, and  
Alteration to: multi-purpose building.

- OR -

#### **Scenario B**

- Increment 1 - Construction of: site development and  
Relocation of: four relocatable buildings,
- Increment 2 - Construction of: two classroom buildings,
- Increment 3 - Addition to: multi-purpose building, and  
Alteration to: multi-purpose building

- OR -

#### **Scenario C**

- Increment 1 - Construction of: site development and  
Relocation of: four relocatable buildings,
- Increment 2 - Construction of: two classroom buildings and  
Addition to: multi-purpose building, and  
Alteration to: multi-purpose building

### Project 2:

The scope of work for Project 2 consists of construction field buildings (a restroom building, a press box and a concession building), construction of outdoor bleachers and a score board, and site work.

Project 2 may be divided into increments as follow:

#### **Scenario A**

- Increment 1 - Construction of: restroom building, concession building, scoreboard and site work,
- Increment 2 - Construction of: bleachers, and
- Increment 3 - Construction of: press box.

- OR -

#### **Scenario B**

- Increment 1 - Construction of: restroom building, scoreboard and site work,
- Increment 2 - Construction of: concession building, and
- Increment 3 - Construction of: bleachers, and press box.